

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Housing Department- Right to Information Act, 2005 (Central Act No.22 of 2005) –  
Publication of Information under Section 4(1) (b) of the Right to Information Act, 2005  
– Revised information – Published – Orders – Issued.

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**HOUSING (OP) DEPARTMENT**

**G.O.Rt.No. 255**

**Dated:08.11.2011.**  
**Read the following:**

1. The Right to Information Act, 2005 ( Act No.22 of 2005 Central Act)  
published in Gazette of India (Extraordinary) vide Notification No.25,  
dated: 21.06.2005.
2. Circular Memo No.85305/I&PR.II/A1/2005-6, GA(I&PR-II)  
Department, Dated 30.8.2005
3. G.O.MS.NO. 71, Housing (Coordn.A2) Department, dated:21-9-2005.
4. G.O.MS.No.82, Housing (Coordn.A2) Department, dated: 13.12.2005.

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**ORDER:**

Whereas section 4 (1) (b) of the Right to Information Act ,2005 (Central Act No.22 of 2005) casts an obligation on every public authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, in pursuance of the orders issued in the reference 2<sup>nd</sup> read above, and in continuation of the orders issued in the reference 4 th read above, the revised information in respect of Housing Department is here with published as shown in the Annexure appended to this order. The said information shall be updated once in a year as per clause 17 of 4 (1) (b).

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr.MANMOHAN SINGH**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To  
All Junior / Senior Officers in Housing Department.  
All HOD's under the Admn.control of Housing Department.  
The GA (I&PR) Department,  
The GA ( GPM& AR) Department.  
Copy to all Departments of Secretariat.  
The P.S to Secretary , A.P. Information Commission, HACA Bhavan,  
Nampally, Hyderabad.  
SF.

**//FORWARDED BY ORDER//**

**SECTION OFFICER**

**ANNEXURE**  
**(G.O. Rt. No. 255 Housing (OP) Department, dated: 11.2011.)**

**Chapter 1**

**Introduction**

The Right to information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 15.6.2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No.25 on 21.6.2005 and it has come into force with effect from 15.6.2005

As per the Act, each public authority has to fulfill certain obligations before expiry of 100 / 120 days from the commencement of Act i.e., by 23.9.2005 / 12.10.2005

Section 4 (1)(a) of the Act Casts an obligation on each public Authority to maintain records. This Section read as follows:-

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”.

Section 4 (1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public representatives, Officers and Employees of public authorities including Public Information Officers and Assistant Public Information Officer and Appellate Officers etc.

## Chapter 2

### Organization, Functions and Duties [Section 4(1)(b)(i)]

1.(i) Particulars of the organization, functions and duties:-

Sl.No.	Name of the Organization	Address	Functions	Duties
	Housing Department	L-Block, 4 <sup>th</sup> Floor, A.P Secretariat, Hyderabad – 500 022.	Administrative control over the following Heads of Departments/ Corporations / Bodies 1) Commissioner of Weaker Section Housing Programme Hyderabad. 2) The MD, A.P.State Housing Corporation, Limited, Hyderabad. 3) The VC & HC., A.P. Housing Board, Hyderabad, 4) The MD, A.P Rajiv Swagruha Corporation Limited, Hyderabad.	Duties as specified in Secretariat Office Manual and A.P Business Rules and Secretariat Instructions issued from time to time. The basic objective of department is to implement various schemes of rural and urban housing of State Government & Government of India with an over all objective of providing housing to all. These programmes are implemented through organizations of this department viz. Commissioner Weaker Section Housing Programme, A.P.State Housing Corporation Limited, A.P.Housing Board and A.P.State Rajiv Swagruha Corporation Limited.

**Chapter 3**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE**  
**AUTHORITY BY DESIGNATION AS FOLLOWS**

**(Section 4(1)(b)(ii))**

Sl. No.	Name of the Officer / Employee	Designation	Duties allotted	Powers
1.	Dr.MANMOHAN SINGH,I.A.S	Principal Secretary to Government	Deals with all the subject matters relating to Housing Department. Exercising over all control over the Organizations under this department <ol style="list-style-type: none"> <li>1. Commissioner Weaker Section Housing Programme.</li> <li>2. A.P.State Housing Corporation Limited.</li> <li>3. A.P.Housing Board.</li> <li>4. A.P.Rajiv Swagruha Corporation Limited.</li> </ol>	Official head of the Department. Responsible for careful bservance of the Business Rules and Secretariat Instructions in the transaction and business in the Department
2.	M. JAYA PRASAD	Deputy Secretary to Government (Senior Level Officer)	Deals with all the subject matters relating to Housing Department	The Deputy Secretary to Government occupies a position with subjects allotted to him and works under the control of the Principal Secretary
3.	V. MOHANA KRISHNA KUMAR	Assistant Secretary to Government (Junior Level Officer)	Deals with the subject matters of OP, RH & U&IAY Section	The Assistant Secretary to Government exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.

4.	K.RAMAMANI	Assistant Secretary to Government (Junior Level Officer)	Deals with the subject matters of COORDN., HB-1 & HB-2 Sections.	The Assistant Secretary to Government exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
5.	J.PADMAVATHI	Section Officer, "OP" Section	Establishment Matters - Service matters of all Gazetted, Non-Gazetted and Class IV, Drivers – Sanction of Loans and Advances Budgeting and Accounts etc., All Claims, procurement and supply of Stationery, stores, vehicles etc. (Imprest amount).	The Section Officer is incharge of a Section in the Department. Two ASOs assist him/Her. He/She is responsible for all files relating to the subjects allotted to the A.S.Os. under him/Her. He/She is directly responsible to the officers under whom he/she works for the efficient and expeditious dispatch of Business in all stages in his/her Section. The training of A.S.Os under him/her is one of his/her principal functions. He/She himself undertake to deal with the more difficult or important papers. She is not expected to express her views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine

				nature. He/She should maintain a discipline in his/her Section.
6.	Y.SHOBA RANI	Section Officer V.C Section	All Disciplinary / A.C.B./Vigilance & Enforcement matters in respect of Housing Board, Housing Corporation. All Establishment matters relating to DMs, EEs, Dy.EEs, A.Es., Dy.GM, GM., ADMs, Managers (Fin. & Accounts), Asst. Managers and above cadres of A.P.State Housing Corporation Limited.	-Do-
7.	M. KATAMA RAJU	Section Officer U&IAY Section	All matters relating to Indira Awas Yojana and  other Housing programmes under Cyclone Relief and externally aided projects. All service matters related to Director, Weaker Section Housing Programme other than those allotted to RH-I Section including disciplinary cases.	-Do-
8.	SMT.K.VICTORIA	RH Section	Sanction of Special Housing i.e, Centrally Sponsored Schemes such as Beedi Workers, Handloom Weavers, Silk Weavers, Fishermen and Artisans etc. monitory the progress and progress report sanction of LIC, GIC, HUDCO loans from Financial Institution. Release of subsidies to Rural and Spl. Housing Programmes. Recovery of Loans and beneficiary. Repayment of Loans with interest to Financial Institutions and Government in respect of Rural Housing and Spl.Housing programmes (Centrally Sponsored). Maintance of Financial and Accounts and balance Sheet etc.	-Do-

9	P. RAMA RAO	Section Officer HB-1 Section	All service matters relating to establishment of A.P.Housing Board and All matters pertaining to Rajiv Swagruha Corporation Ltd., Amendments to A.P.Housing Board Act, matters pertaining to DILL Company	-Do-
10.	CH. VIJAYA KUMAR	Section Officer HB-2 Section	A.P.Housing Board rules and Regulations. Allotment of lands and quarters of APHB to the public and other matters related. Plan budget of APHB, PAC, LAQs, Assurances and other Legislature matters of A.P.Housing Board and LIC payments, waiver of penal interest of MIGH Loans, Land acquisition fees, tenders and Rajiv Gruhakalpa Scheme.	-Do-
11.	CH.LAKSHMI	Section Officer COORDN. Section	Implementation of Housing Policy, including Nirmithi Kendra's. Policies on Technology building materials procurement of cement etc., and related matters Co-ordination with other Departments, regularity authorities etc., collection and furnishing of Annual / Half yearly / Quarterly and monthly reports to Govt. of India / Convening of meetings on Plan Schemes like DCC meetings etc. Correspondence with the Government of India. RTI Act, file disposal, Collectors Conference monthly Governor's report to President of India Secretaries Conference. I.O.C., Files relating to I.T &C. (e.governance) etc.	-Do-

12.	Y.BHARGAVI	ASO OP Section	Establishment Matters - Service matters of all Gazetted, Non-Gazetted and Class IV, Drivers – Sanction of Loans and Advances	The main duties of Assistant Section Officer in a section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. She is expected to do work of a routine and mechanical nature such as maintaining the prescribed register, typing drafts, fair copying dispatching and indexing.
13.	VACANT	ASO OP Section	Budgeting and Accounts etc., All Claims, procurement and supply of Stationery, stores, vehicles etc. (Imprest amount).	-Do-
14.	D.JITHENDRANA THA REDDY	ASO VC Section	All Disciplinary / A.C.B./Vigilance & Enforcement matters in respect of Housing Board, Housing Corporation.	-Do-
15.	G.SHARADA	ASO VC Section	All Establishment matters relating to DMs, EEs, Dy.EEs, A.Es., Dy.GM, GM., ADMs, Managers (Fin. & Accounts), Asst. Managers and above cadres of A.P.State Housing Corporation Limited.	-Do-
16.	G.SRINIVASA RAO	ASO U&IAY Section	All matters relating to Indira Awas Yojana and other housing programmes under Cyclone Relief and externally aided projects. All service matters related to Director, Weaker Section Housing Programme other than those allotted to RH-I Section including disciplinary cases of Work Inspectors .	-Do-



17.	VACANT	ASO U&IAY Section	Formulation and Sanction of Urban Housing Programme. Allocation of houses to Districts. All matters relating to Mobilisation of Finances and release of subsidies. Maintenance of Financial Accounts and Balance Sheet. Recovery of loans from the beneficiaries of Urban Development Housing programme. Repayment of loans to institutions and Government. Establishment matters of Ministerial Service including disciplinary cases related to Draughtsman (Civil) and equivalent cadre.	-Do-
18.	P.V.V.S.KRISHNA KUMARI,	ASO RH-2 Section	Sanction of Special Housing i.e, Centrally Sponsored Schemes such as Beedi Workers, Handloom Weavers, Silk Weavers, Fishermen and Artisans etc. monitor the progress and progress report sanction of LIC, GIC, HUDCO loans from Financial Institution.  Release of subsidies to Rural and Spl. Housing Programmes. Recovery of Loans and beneficiary. Repayment of Loans with interest to Financial Institutions and Government in respect of Rural Housing and Spl.Housing programmes (Centrally Sponsored). Maintenance of Financial and Accounts and balance Sheet etc.	-Do-
19.	T.SNEHA LATHA	ASO RH-1 Section	Formulation and sanction of Weaker Sections Housing Programme. Allocation of Houses to Districts and monitoring of progress and furnishing of progress reports to State / Government of India. Non Service matters pertaining to A.P. State Housing Corporation Limited.	-Do-

20.	K.LATHA	ASO HB-1 Section	All service matters relating to establishment of A.P.Housing Board and All matters pertaining to Rajiv Swagruha Corporation Ltd,. Amendments to A.P.Housing Board Act, matters pertaining to DILL Company	-Do-
21.	T. LAKSHMI PRASANNA	ASO HB-II Section	A.P.Housing Board rules and Regulations. Allotment of lands and quarters of APHB to the public and other matters related.	-Do-
22.	N.S.PAVAN KUMAR	ASO HB-II Section	Plan budget of APHB, PAC, LAQs, Assurances and other Legislature matters of A.P.Housing Board and LIC payments, waiver of penal interest of MIGH Loans, Land acquisition fees, tenders and Rajiv Gruhakalpa Scheme..	-Do-
23.	VACANT	ASO COORDN. Section	Budget preparation and presentation in respect of all Housing Programmes, Coordination of all matters relating to A.P. Legislative Assembly, viz., PAC / PUC , Assurances LAQs etc., Public Appeal Grievances Bureau Cases, Other general matters not allotted to any sections. Draft Audit paras and other correspondence with AGAP pertaining to all Housing programmes monitoring the furnishing of Answers / Notes to the LAQs Assurances subordinate Legislation matters and furnishing of consolidated reports on meeting regarding draft paras of AG, PAC etc., (The relevant files on the subjects shall be furnished by the concerned sections to whom the subjects allotted). C.M.s Assurances / Announcements.	-Do-

24.	K.NAGAMANI	ASO COORDN. Section	Implementation of Housing Policy, including Nirmithi Kendra's. Policies on Technology building materials procurement of cement etc., and related matters Co-ordination with other Departments, regularity authorities etc., collection and furnishing of Annual / Halfyearly / Quarterly and monthly reports to Govt. of India / Convening of meetings on Plan Schemes like DCC meetings etc. Correspondence with the Government of India. RTI Act, file disposal, Collectors Conference monthly Governor's report to President of India Secretaries Conference.	-Do-
25.	SRI C.V. NARSHIMAIAH	PS to Secretary	The Stenographers working as Private Secretaries to Principal Secretary / Secretary to Government do short hand work for them.	
26.	G. SAILAJA	S.C Stenographer	To do shorthand work taking dictation to the officer attached and oral typing etc, also such other items of work as are entrusted by them.	
27	K. SRINIVAS	T.C.A ( Typist – Cum – Assistant)	To attend the work in the sections	
28	VACANT	Record Assistant	To stich the disposals of the sections attached to him and send disposals to CRB.	
29.	D.CHANDRA SEKHER	Record Assistant	To stich the disposals of the sections attached to him and send disposals to CRB. Maintenance of record room.	
30.	MOHD. ISHAQ	Roneo Operator / Xerox	Look after the roneo / xerox work of given by the sections.	
31.	V. ESWARAIAH	Jamedar	To attend the work in the Peshi of Deputy Secretary.	
32.	E. SHANKERIAH	Attender	To attend the work in the Sections.	
33.	U. YADAYIAH	Attender	To attend the work in the Sections.	

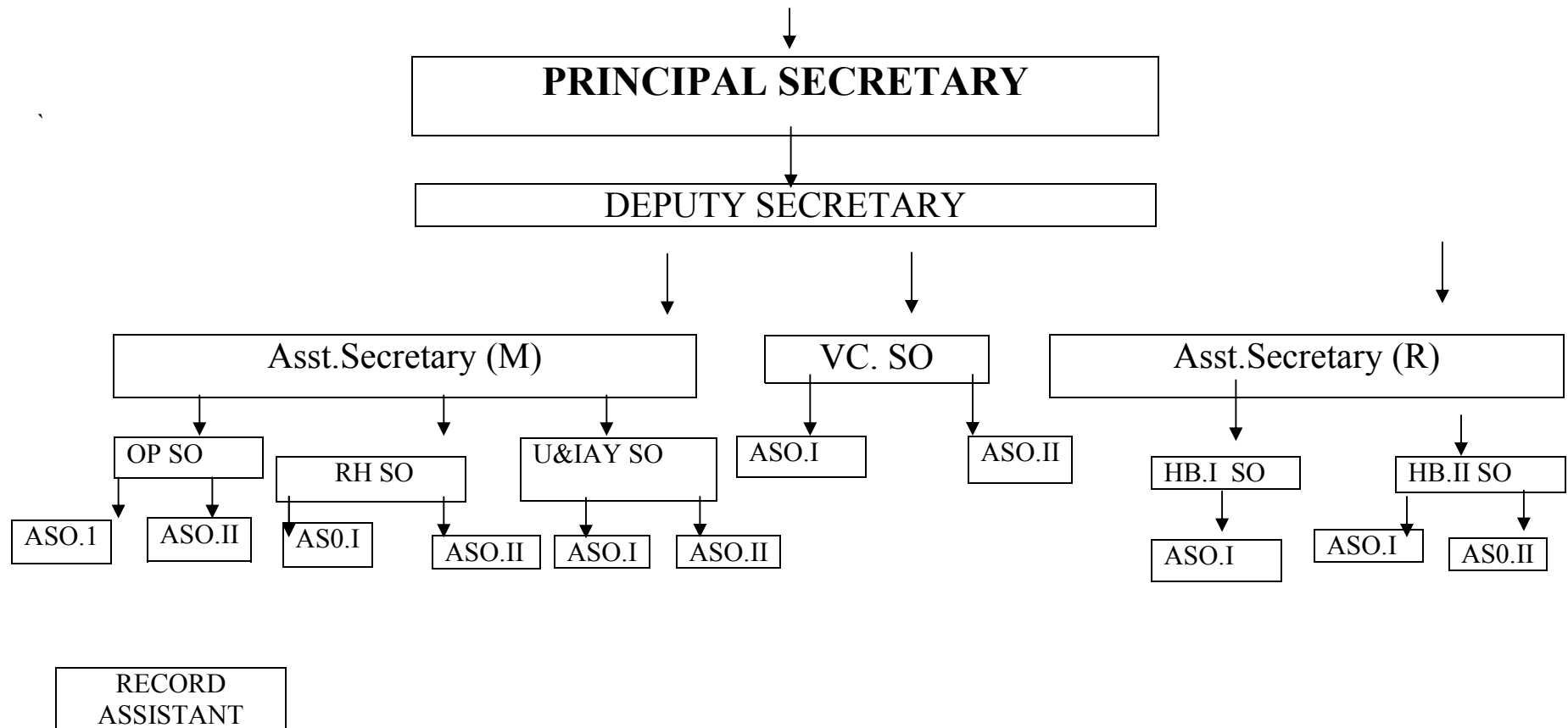
34.	L. GOVINDARAJ	Attender	To attend the work in the Peshi of Principal Secretary.	
35.	D. SARAYIAH	Attender	To attend the work in the Chambers of Principal Secretary.	
36.	K. PANDU	Record Assistant	To stich the disposals of the sections attached to him and send disposals to CRB. Maintenance of record room	
37.	P. ASHOK	Cycle Messengers	To dispatch the outward tappal to the near by Offices	
38.	SHAK FAREED	Driver	To drive the Government Vehicle allotted to him.	

## Chapter - 4

### PROCEDURE TO FOLLOWED IN DECISION –MAKING PROCESS

[SECTION 4(1) (b) (iii)]

**Describe the procedure followed in decision –making by the public authority  
MINISTER HOUSING**



## **Chapter 5**

### **Norms set for Discharge of Functions**

#### **{Section 4 (1) (b) (iv)}**

The Business of the Government will transact in the Department as per the Business rules and in terms of Secretariat Office Manual, duly obtaining the required budget allocation wherever necessary by placing necessary proposals to the Legislature through Finance Department for the various schemes that are sanctioned and that are to be taken up based on the priority for the benefit of the State.

The Department submits memorandum to the Council of Ministers for clearance of various proposals and schemes, which need such approval. It interacts with the Government of India for clearance of various proposals regarding schemes to be implemented by State Government.

The usual Office hours are from 10:30 AM to 5:00 PM

The service delivery time frame for the services rendered by the department are given below:

i) Citizen related:

a) Routine matters : 3 days

b) Other than Routine matters: 10 days

ii) Reference / letters from other departments (Inter departmental):

a) Routine matters:

Adverse media reports received from CM's Office, GAD etc : 2 days

News item received from GA (PA & GB) : 5 days

News items received from DIPR : 3 days

b) Other than Routine matters :10 days

c) Service matters & Administrative matters:

References received from Vigilance Commission (with advice)

:10 days

iii) Intra – departmental matters (with in the Department):

a) Routine matters:

Files referred to the other sections for indicating  
the state of the case or for information :3 days

b) Other than Routine matters : 5 days

c) Service matters :10 days

## **Chapter 6**

### **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

#### **{Section 4 (1) (b) (v) & (vi)}**

The Rules regulations, instructions, manuals and records held by the department at Secretariat for use by its employees while discharging functions are as hereunder:-

1. Secretariat Office Manual
2. Fundamental Rules
3. A.P.Civil Services (Classification, Control and Appeal) Rules, 1991
4. The Andhra Pradesh Civil Services (Conduct) Rules, 1964
5. The Andhra Pradesh State and Subordinate Service Rules
6. Rules for the Grant of Miscellaneous Loans and advances to Government Servants
7. The Andhra Pradesh integrated Medical Attendance Rules, 1972
8. The Andhra Pradesh Government Business Rules and Secretariat instructions
9. The Andhra Pradesh Secretariat Subordinate Service Rules
10. The Andhra Pradesh Ministerial Service Rules
11. The Andhra Pradesh Last Grade Service Rules
12. The Andhra Pradesh General Provident Fund Rules
13. The Andhra Pradesh Employees Group Insurance Rules
14. A.P.Travelling Allowance Rules including L.T.C
15. The Andhra Pradesh Government Life Insurance Rules
16. A.P.Lokayukta & Upalokayukta Act, 1983
17. The Andhra Pradesh payment of salaries and pension and removal of Disqualifications Act, 1953
18. Framing of Ad hoc Rules in respect of Temporary posts
19. Instructions in regard to action to be taken in cases where Government servants are involved in misappropriation of Government money or convicted on criminal cases
20. Instructions in regard to appointment of son/daughter/spouse of Government servants who die in harness while in service / retire on medical grounds
21. Instructions in regard to transfer of Government employees from one place to another
22. Instructions in regard to General office procedure
23. Instructions in regard to maintenance and security of personal files

Contd...2.....

24. A.P.State Housing Corporation Limited:
  - a) Service Rules for the Corporation employees issued in G.O.Ms.No.33, Housing (RH) Department, Dated 26.05.1998 and instruction of the Government issued in different G.O.s from time to time
  - b) Memorandum of Association and Articles of Association of APSHCL
  - c) Functionary Manual
25. A.P.Housing Board:
  - a) A.P.H.B Act 1956
  - b) All Government orders issued from time to time.



**Chapter 7**  
**Categories of Documents held by the Public Authority under its Control**  
**[Section 4(1)(b) vi]**

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (Miscellaneous)		
2.	Government Order (Routine)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order(Miscellaneous)		
7.	Office Order (Routine)		
8.	Endorsement		
9.	D.O. Letter		
10.	Instructions and guidelines issued from time to time regarding implementation of various schemes.		

## **Chapter 8**

### **Arrangements for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof**

#### **{Section 4 (1) (b) (vii)}**

On receipt of representation from Service Associations and other N.G.Os, the request / suggestions are examined thoroughly in consultation with the Advisory Departments and a decision is taken. Minister (Housing) also takes up periodical review with members of the public regarding implementation and improvements in the various schemes of the Department, Officials interact with Public & Public representatives during Rythu Sadassulu, Rachabanda Programme in DRC Meetings in districts. The feed back helps in policy formulations.

**Chapter 9**  
**Boards, Councils, Committees and other Bodies**  
**Constituted as part of Public Authority**  
**[Section 4 (1)(b)v(III)]**

**9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.**

**The details of the composition of the boards powers and functions are furnished below.**

Name of Board, Council, Committee, etc.,	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for Public
A.P. State Housing Corporation Limited	<p>The constitution of Board of APSHCL is governed by Articles of Association of APSHCL and Guidelines of Public Enterprises Department.</p> <p><u>Present Board:</u>  <u>S/Sri</u>  <u>Official Directors.</u></p> <p><b><u>Chairman:</u></b>  Principal Secretary to Government  Housing Department,  A.P.Secretariat  Hyderabad</p> <p><b><u>Members</u></b></p> <ol style="list-style-type: none"> <li>2. Managing Director APSHCL, Hyderabad.</li> <li>3. Executive Director APSHCL, Hyderabad.</li> <li>4. Principal Secretary to Govt., Social Welfare Department. A.P.Secretariat Hyderabad</li> <li>5. Principal Secretary to Govt., Finance Department (looking after Housing) A.P.Secretariat Hyderabad</li> <li>6. Mission Director Mission for Elimination of Poverty in Municipal Areas (MEPMA) Hyderabad</li> <li>7. Chief Executive Officer SERP., Hyderabad.</li> </ol>	<p>The Board of Directors of company shall be entitled to exercise all such powers and to do all such acts and things as the company is authorized to do and exercise. In exercising its powers, the Board shall be subject to the provisions in that behalf in the Companies Act, 1956 or; other statutes or in the Memorandum and Articles of Association of the company or any regulations not inconsistent therewith and duly made there under including regulations made by the company in General Meeting. (para 2.03.02 PEMB Guidelines)</p> <p>In every transaction, the director should act for the good of the public enterprise and to that end exercise all powers vested in him. No director is expected to use the money or property of the company to his</p>	<p>Meeting is not open to public but minutes can be accessed by public.</p>

	<p>8. Principal Secretary to Govt., Energy Department A.P.Secretariat Hyderabad</p> <p>9. Vice Chairman and Commissioner A.P.Housing Board, Hyderabad.</p> <p>10. Engineer-in-Chief Panchayatraj Department, Hyderabad.</p> <p>11. Engineer-in-Chief RWS, Hyderabad.</p> <p><b><u>Non Official Directors.</u></b></p> <p>12. Director General National Academy of Construction, Hyderabad. (Non official)</p>	<p>personal advantage. Any information acquired by him by virtue of his position must not be used to gain directly or indirectly any advantage to him self at the expenses of the company.</p> <p>The Chief Executive, is also the trustee of the Government's interest and as such he is expected to appraise/advise to the Government on a continuous basis wherever there are matters of mutual interest.</p>	
A.P. Housing Board	<p><b><u>1.Chairman:</u></b>Principal Secretary to Government Housing Department</p> <p>2. Vice Chairman &amp; Housing Commissioner, Ex-Officio</p> <p>3.. The Commissioner of Weaker Sections Housing Programmes and Managing Director, Andhra Pradesh State Housing Corporation Limited, Housing Department, Ex-officio.</p> <p>4. Deputy Secretary/Joint Secretary/ Additional Secretary to Government, Housing Department.</p> <p>5. Secretary to Government, Finance Department.</p> <p>6. The Chief Engineer (Public Health), Municipal Administration and Urban Development Department, Ex-officio;</p> <p>7. The Chief Engineer (Buildings), Roads and Buildings Department, Ex-officio;</p> <p>8. The Director, Town and Country Planning, Municipal Administration and Urban Development Department, Ex-officio;</p> <p>9. The Commissioner and Director of Municipal Administration and Urban Development Department, Ex-officio;</p>	<p>Formation of schemes sanction of funds for monitory as evaluation and also take decision in policy matters and recommended with the Government if necessary</p>	<p>Meeting is not open to public but minutes are public document</p>

	<p>10. The Chairman and Managing Director , Andhra Pradesh Central Power Distribution Company Ltd., Ex-officio;</p> <p>11. The Commissioner Greater Hyderabad Municipal Corporation, Hyderabad, Ex-officio;</p> <p>12. The Metropolitan Commissioner, Hyderabad Metropolitan Development Authority, Ex-officio.</p> <p>13. Regional General Manager, State Bank of Hyderabad.</p> <p>14. Three Members, to be nominated by the Government each to represent the coastal Andhra, Rayalaseema and Telangana Regions of the State;</p> <p>15. One Member to be nominated by the Government to represent the cities of Hyderabad and Secunderabad.</p> <p>16. Regional General Manager, SBH.</p>		
A.P. Rajiv Swagruha Corporation Limited.	<p>The constitution of Board of A.P. Rajiv Swagruha Corporation Limited is governed by Articles of Association of APRSCL and Guidelines of Public Enterprises Department. There are only official Directors on the Board and the Directors are appointed by designation.</p> <p><b><u>Present Board:</u></b></p> <ol style="list-style-type: none"> <li>1. Spl. Chief Secy. to Govt., Animal Husbandry, Dairy Development &amp; Fisheries Dept., A.P. Secretariat, Hyderabad.</li> <li>2. Principal Secretary to Govt., Housing Department, A.P. Secretariat, Hyderabad.</li> <li>3. Principal Secretary to Govt., Public Enterprises Department, A.P. Secretariat, Hyderabad.</li> <li>4. Principal Secretary to Govt., MA &amp; UD Department, A.P. Secretariat, Hyderabad.</li> <li>5. Principal Secretary to Govt., Revenue Department, A.P. Secretariat, Hyderabad.</li> <li>6. Principal Secretary to Govt., Finance Department, A.P. Secretariat, Hyderabad.</li> <li>7. Managing Director, A.P. State Housing Corporation Limited, Hyderabad.</li> </ol>	<p><b><u>Article 44:</u></b></p> <p>Subject to the provisions of the Companies Act, 1956, the Board of Directors of the Company shall be entitled to exercise all such powers, and to do all such acts and things as the Company is authorized to exercise and do. Provided that:</p> <p>The Board shall not exercise any power or do any act or things which is directed or required, whether by this Act or by any other enactment or by the Memorandum or Articles of the Company, or otherwise, to be exercised or done by the Company in General Meeting.</p> <p>In exercising any such power or</p>	Meeting is not open to public but minutes are public document

	<div>8. VC &amp; Housing Commissioner, A.P. Housing Board, Hyderabad.</div> <div>9. Managing Director, A.P. Rajiv Swagruha Corporation Limited, Hyderabad.</div>	<div>doing any such act or thing, the Board shall be subject to the provisions contained in that behalf in the Act or any other enactment or in the Memorandum or Articles of the Company, or in any regulations not inconsistent therewith and duly made there under, including regulations made by the Company in a General Meeting, and</div> <div>No regulations made by the Company in a General Meeting shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.</div> <div><b><u>Article 45:</u></b></div> <div>Subject to the provisions of the Act and without prejudice to the general powers conferred under Article 44, the Board of Directors shall have the following powers namely:</div> <div>To pay the costs, charges and expenses preliminary and incidental to the formation, promotion, establishment and registration of the Company.</div> <div>To purchase or otherwise acquire for the Company which the Company</div>	
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		<p>is authorized to acquire, at such price or consideration and generally on such terms and conditions as the Board may think fit and in any such purchase or acquisition to accept such title as the Directors may believe or may be advised to be reasonably satisfactory.</p> <p>To pay for any property, rights or privileges acquired by or services rendered to the Company, either wholly or in part, in cash or mortgages, and any such mortgages may be either specifically charged upon all or any part of the property of the Company and its uncalled capital.</p> <p>To secure the fulfillment of any contracts or engagements entered into by the Company, by mortgage or charge of all or any of the property of Company and its uncalled capital for the time being or in such manner as they may think fit.</p> <p>To accept from any member as far as may be permissible by law, surrender of his shares or any part thereof, on such terms and conditions as may be decided by the Board.</p> <p>To appoint any person to accept</p>	
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		<p>and hold in trust for the Company any property belonging to the Company, or in which it is interested or for any other purposes and to execute and to do all such deeds and things as may be required in relation to any such trust and to provide for the remuneration of such trustee or trustees.</p> <p>To institute, conduct, defend, compound or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Company and to refer any difference to arbitration and observe and perform or challenge any awards made thereon.</p> <p>To make and give receipts, releases and other discharges for moneys payable to the Company and for the claims and demands of the Company.</p> <p>Subject to the applicable provisions of the Act, to invest and deal with any monies of the Company not immediately required for the</p>	
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		<p>purposes thereof, upon such security or without security and in such manner as they may think fit and from time to time to vary or realize such investments.</p> <p>To execute in the name of and on behalf of the Company, in favour of any Director or other persons who may incur or be about to incur any personal liability whether as principal or surety, for the benefit of the Company, such mortgages of the Company's property (present and future) as they may think fit and any such mortgage may contain power of sale and such other powers, provisions, covenants and agreements as shall be agreed upon by the Board.</p> <p>To determine from time to time who shall be entitled to sign on the Company's behalf, bills, notes, receipts, acceptances, endorsements, cheques, dividend warrants, releases, contracts and documents and to give the necessary authority for such purpose.</p> <p>To create and from time to time subscribe or contribute to provident fund and other associations, institutions, funds or trusts and by</p>	
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		<p>providing or subscribing or contributing towards places of instructions and recreation, hospitals and dispensaries, medical and other attendance and other assistance as the Board shall think fit; and subject to the provisions of Sections 292 (1)(c) and 293 A of the Act to subscribe or contribute or otherwise to assist or to guarantee money to charitable, benevolent, religious, scientific, national or other institutions or objects which shall have any moral or other claim to support or aid by the Company, either by reason of locality of operation or of public and general utility or otherwise.</p> <p>Before recommending any dividend, to set aside out of the profits of the Company, such sums as they may think proper towards any fund or account including without limitation, depreciation fund, an insurance fund, reserve fund, sinking fund or any special fund to meet contingencies, or towards redemption of any debentures or debenture stock, or for special dividends, or for equalizing dividends, or for repairing , improving,</p>	
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		<p>extending and maintaining any of the property of the Company, or for such other purposes as the Board may in their absolute discretion, think conducive to the interest of the Company. Subject to the provisions of Section 292 of the Act, till such time the amounts so set aside are required for specified purposes, to invest the several sums so set aside or so much thereof as required to be invested upon such investments (other than shares of the Company) as they may think fit and from time to time to deal with or vary such investments and dispose of and apply and expend all or any part thereof for the benefit of the Company, in such manner and for such purposes as the Board in their absolute discretion think conducive to the interest of the Company.</p> <p>At any time and from time to time by Power of Attorney under the seal of the Company, or otherwise to appoint any person or persons to be the authorized attorney or attorneys of the Company, for such purposes and with such powers, authorities and discretion and for such period and subject to such conditions as the</p>	
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		<p>Board may from time to time think fit and any such Power of Attorney may contain such powers for the protection or convenience of persons dealing with such attorneys as the Board may think fit and may contain powers enabling any such delegates or attorneys as aforesaid to sub-delegate all or any of the powers, authorities and discretion for the time being vested in them.</p> <p>To enter into all such negotiations and contracts and rescind and vary all such contracts, and execute and do all such acts, deeds and things in the name and on behalf of the Company as they may consider expedient.</p> <p>To make, vary and repeal the regulations of the business of the Company, Board, and any committee of the Board, any officers or servants of the Company.</p> <p>To do all such acts, matters and things deemed necessary, proper or expedient for carrying on the business of the Company except only such acts matters or things as by the Act or by any other enactment or these Articles or otherwise expressly directed to be exercised by the Company in a general meeting.</p>	
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## Chapter 10

### Directory of Officers and Employees [Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following proforma (Including officers in charge of grievances redressal, vigilance, audit etc.,)

S No	Name of office/ Administrative unit	Name, Designation & Address of Officer/Employee	Telephone & Fax Office Telephone Residence Telephone Fax	E mail
1.	Housing Department AP Secretariat	Dr. Manmohan Singh, IAS., Principal Secretary to Government BH 1/1, IAS & IPS Quarters, Road No.10, Banjara Hills, Hyderabad	040-23450365 (O) 040-23351255 ® 040-23450625(Fax) <b>8008452626©</b>	prlsecy_hsng@ ap.gov.in
2.		Sri M. Jaya Prasad, Deputy Secretary to Government Plot No.905, , Vivekananda Colony, Kukatpally, Hyderabad.	040-23450685 Extn.2654 (O) 9966600074© 040-23062479 ®	
3.		K.Ramamani Asst.Secretary to Government, 1-9-129/17/1/A Ram Nagar Hyderabad. .	040-23450111-2405 Extn(O) 7799300049 ©	
4.		Sri V.Mohana Krishna Kumar, Asst.Secretary to Government, H.No.16-9-640, Street No. 5, Old Malakpet, Hyderabad.	040-23450111-2765 Ext (O) 040-23062479® 7799844459 ©	

**Chapter 11**

**Monthly Remuneration Received By Officers and Employees, including  
the System of Compensation as provided in Regulations**

**[Section 4(1)(b)(x)]**

(X) Provide information on remuneration and compensation structure for officers and employees in the following format:

S.No.	Name & Designation	Monthly Remuneration including its composition (Amount in Rs)	System of compensation to determine Remuneration as given in regulation
1.	Dr.Mammohan Singh, Principal Secretary to Government	1,10,563	
2.	Sri. M. Jaya Prasad, Deputy Secretary	54,991	
3.	Smt K.Ramamani, Assistant Secretary	53,662	
4.	Sri.V.Mohana Krishna Kumar, Assistant Secretary to Government.	52,637	
4.	Sri. CH. Vijayakumar, Section Officer	40,835	
5.	Smt. K. Victoria, Section Officer	52,597	
6.	Sri. M. Katama Raju, Section Officer	34,842	
7.	Sri. P. Rama Rao, Section Officer	42,919	
8.	Smt J.Padmavathi, Section Officer	37,735	
9.	Smt.Ch. Lakshmi, Section Officer	33,960	
10.	Smt. Y. Shoba Rani, Section Officer	33,930	
11.	Sri. C.V. Narasimhaiah PS to Secretary	58,416	
12.	Sri.D.Jithendranath Reddy, Assistant Section Officer	24,120	
13.	Smt. G.Sarada, Assistant Section Officer	31,905	
14.	Smt. K. Latha, Assistant Section Officer	26,184	
15.	Sri.G.Srinivasa Rao, Assistant Section Officer	20,951	
16.	Vacant Assistant Section Officer	-	
17.	Smt. P.V.V.S. Krishna Kumari, Assistant Section Officer	27,673	
18.	Vacant, Assistant Section Officer	-	
29.	Sri. N.S.Pavan Kumar, Assistant Section Officer	20,951	
20.	Vacant, Assistant Section Officer	-	

21.	Smt. Y. Bhargavi, Assistant Section Officer	22,824	
22.	Smt T.lakshmi Prasanna, Assistant Section Officer	20,951	
23.	Smt. K. Nagamani, Assistant Section Officer	40,435	
24.	Kum.T.Snehalatha, Assistant Section Officer	20,951	
25.	Smt. G. Sailaja, Senior Stenographer	26,411	
26.	Sri K.Srinivas, T.C.A	17,001	
27.	Sri. D. Chendrasekhar, Record Assistant	26,943	
28.	Vacant Record Assistant	-	
29.	Sri. Mohd. Ishaq, Roneo Dup Operator	27,903	
30.	Sri. K.Pandu, Record Assistant	19,271	
31.	Sri. D. Saraiah, Office Subordinate	22,999	
32.	Sri. E. Shankaraiah, Office Subordinate	22,201	
33.	Sri. L. Govinda Raj, Office Subordinate	17,911	
34.	Sri. U. Yadaiah, Office Subordinate		
35.	Sri. V. Eswaraiah, Jamedar	23,623	
36.	A.Bala Krishna, Office Subordinate	10917	
37.	Sri. P. Ashok, Cycle Orderly	22,276	
38.	Sri. Shaik Fareed, Driver	17,896	

## Chapter 12

### BUDGET ALLOTTED TO EACH AGENCY INCLUDING PLANS ETC. (SECTION 4(1) (B) (XI)) NON PLAN

Rupees in thousands

Head of Account	Estimates	Budget allocated for 2011-2012
2251 : Secretariat Social Services		-
MH 090 : Secretariat		
SH 12 : Housing Department		
010 : Salaries	1,97,50	
110 : Domestic Travel Expenses	51	
130 : Office expenses	5,00	
240 : Petrol, Oil and Lubricants	2,24	
280 : Professional services	10	
510 : Motor Vehicles	21	
<b>Total SH (12) :</b>	<b>2,05,56</b>	
<b>Total MH 090:</b>	<b>2,05,56</b>	
<b>Total 2251:</b>		<u>2,05,56</u>

### PLAN

HEAD OF ACCOUNT	ESTIMATES	BUDGET ALLOCATED FOR 2011-2012	
Weaker Section Housing (HOD)		-	
2216 : Housing			
02: Urban Housing			
MH 190: Assistance to Public sector and other under takings			
GH 11 : Normal State Plan			
SH (05): Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid			
<b>SH (05) :</b>	42,76,94		
<b>Total GH 11:</b>	42,76,94		
<b>Total MH:190</b>		<b>42,76,94</b>	
MH 789 : Special Component Plan for Scheduled casts			
GH11 : Normal State Plan			
SH (05): Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid			
<b>SH (05) :</b>	9,71,13		
<b>Total GH 11:</b>	9,71,13		
<b>Total MH:789</b>		<b>9,71,13</b>	
MH 796 : Tribal Areas sub Plan			
GH11 : Normal State Plan			
SH (05): Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid			
<b>SH (05) :</b>	4,64,43		
<b>Total GH 11:</b>	4,64,43		
<b>Total MH:796</b>		<b>4,64,43</b>	
<b>Total (02)</b>			<b>57,12,50</b>
<b>03 :Rural Housing</b>			
MH 101: Weaker Sections Housing Programme			



GH 11: Normal State Plan			
SH (04): Weaker Sections Housing Programme			
<b>010: Salaries</b>	29,50		
110: Domestic Travel Expenses	20		
130: Office Expenses	20		
280 : Professional Services	10		
310 : Grants in Aid	99,70,00		
<b>Total SH(04) :</b>	<b>100,00,00</b>		
SH(05): Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid	384,92,54		
<b>Total SH (05):</b>	<b>384,92,54</b>		
<b>Total GH 11:</b>	<b>484,92,54</b>		
<b>Total MH 101</b>		<b>484,92,54</b>	
MH 789 : Component Plan for Scheduled Castes			
GH (06) : Matching State Share of Centrally sponsored schemes			
SH (06): Other Expenditure IAY			
310 : Grants in Aid	115,64,80		
<b>Total SH (06) :</b>	<b>115,64,80</b>		
<b>Total GH (06):</b>	<b>115,64,80</b>		
<b>GH 11 : Normal State Plan</b>			
SH (05) : SH (05) Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid	87,40,12		
<b>Total SH (05) :</b>	<b>87,40,12</b>		
<b>Total GH (11):</b>	<b>87,40,12</b>		
<b>Total MH 789 :</b>		<b>203,04,92</b>	
MH 796 : Tribal Area Sub Plan			
GH (06) : Matching State Share of Centrally sponsored schemes			
SH 06: Other Expenditure IAY			
310 : Grants in Aid	28,91,20		
<b>Total SH (06):</b>	<b>28,91,20</b>		
<b>Total GH (06) :</b>	<b>28,91,20</b>		
SH (05) : SH (05) Weaker Sections Housing Programme under INDIRAMMA Programme			
310 : Grants in Aid	41,79,84		
<b>Total SH(05):</b>	<b>41,79,84</b>		
<b>Total GH (11):</b>	<b>41,79,84</b>		
<b>Total MH 796 :</b>		<b>70,71,04</b>	
MH 800 Other Expenditure			
GH (06) : Matching State Share of Centrally sponsored schemes			
SH (06): Other Expenditure IAY			
310 : Grants in Aid	144,56,00		
<b>Total SH(06):</b>	<b>144,56,00</b>		
<b>Total GH (06):</b>	<b>144,56,00</b>		
<b>Total MH 800</b>		<b>144,56,00</b>	
<b>Total 03:</b>			<b>903,24,50</b>
<b>Total 2216:</b>			<b><u>960,37,00</u></b>

6216: Loans for Housing			
03: Rural Housing			
MH 190: Loans to Public Sectors and other Under takings			
GH 11: Normal State Plan			
SH (04): Repayment of loans to Financial Institutions			
002: Loans to A.P. State Housing Corporation	400,00,00		
<b>Total SH (04):</b>	<b>400,00,00</b>		
SH (06) :Weaker Sections Housing Programme under INDIRAMMA Programme			
001: Loans to A.P. State Housing Corporation	703,50,10		
<b>Total SH (06):</b>	<b>703,50,10</b>		
<b>Total GH(11):</b>	<b>1103,50,10</b>		
<b>Total MH 190:</b>		<b>1103,50,10</b>	
MH 789 : Special Component for Scheduled Castes			
GH 11: Normal State Plan			
SH (06) :Weaker Sections Housing Programme under INDIRAMMA Programme			
001 : Weaker Sections Housing Programme under INDIRAMMA	159,73,74		
<b>Total SH(06) :</b>	<b>159,73,74</b>		
<b>Total GH(11):</b>	<b>159,73,74</b>		
<b>Total MH 789</b>		<b>159,73,74</b>	
MH 796: Tribal Areas Sub Paln			
GH 11: Normal State Plan			
SH (06) :Weaker Sections Housing Programme under INDIRAMMA Programme			
001 : Weaker Sections Housing Programme under INDIRAMMA	76,39,16		
<b>Total SH(06) :</b>	<b>76,39,16</b>		
<b>Total GH(11):</b>	<b>76,39,16</b>		
<b>Total MH 796</b>		<b>76,39,16</b>	
<b>Total 03:</b>			<b>1339,63,00</b>
<b><i>Total 6216:</i></b>			<b><i><u>1339,63,00</u></i></b>
<b>Total Weaker Sections Housing HOD (Plan) {2216 +6216}</b>			<b><u>2300,00,00</u></b>
<b>Total Housing Department at Secretariat (Non Plan) {2251}</b>			<b><u>2,05,56</u></b>
<b>Total Budget allocated for Housing Department during the year 2011-12 (Plan &amp; Non Plan)</b>			<b>2302,05,56</b>

**CHAPTER 13**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

**{SECTION 4 (1)(b) (xii)}**

**The following is the information on nature of subsidy eligibility criteria and officer competent to grant subsidy under various programmes**

<b>Name of Programme /Scheme</b>	<b>Nature/Scale of Subsidy</b>		<b>Eligibility criteria for grant of subsidy</b>	<b>Designation of Officer to grant subsidy</b>	
	<b>Unit Cost</b>	<b>Subsidy</b>		<b>Selection Authority</b>	<b>Sanctioning Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
Rural Permanent Housing (RPH)	Rs.45,000	Rs.13,200	Below Poverty Line families	By conducting a survey with saturation concept	District Collector
Indira Awaas Yojana (IAY) (GOI)	Rs.45,000	Rs.45,000	Below Poverty Line families freed bonded labour Priority for victims of Natural Calamities and Atrocities	Grama Sabha	District Collector
Urban Permanent Housing	Rs.55,000	Rs.6,000	Below Poverty Line families	By conducting a survey with saturation concept	District Collector

**Chapter 14**

**Section 4 (1) (b) (xiii)**

Particulars of recipient of concessions, permits or authorizations granted by it;  
----- **NIL**-----

## **Chapter 15**

### **Information Available in Electronic Form**

**{ Section 4 (1) (b) xiv }**

The information relating to the department on various important matters issued by way of G.Os, are made available in the internet and the same can be accessed at the following website.

<http://aponline.gov.in>

## **Chapter 16**

### **Particulars of Facilities available to Citizens for Obtaining Information**

#### **{ Section 4 (1) (b) xv }**

The Policy matters on various schemes being adopted by the department and other matters having public importance are made available to the citizens by way of news paper reports, Publication in Gazettes and announcements made by the Minister in charge of the department on different occasions apart from providing information in the form of G.Os Memos, Instructions etc., at website <http://aponline.gov.in> Citizens can also apply to the respective office and obtain relevant information. The AP State Housing Corporation Limited is also putting list of beneficiaries in website ( [www.housing.cgg.gov.in](http://www.housing.cgg.gov.in))

Chapter 17

Names Designations and other Particulars of Public Information Officers  
(Section 4(1)(b)(xvi))

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Sl. No.	Name of Office	Designation	Name of the officer	Office /Residence Telephone No./ E mail/ Fax
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**PUBLIC INFORMATION OFFICER**

1.	HOUSING DEPT A.P. Secretariat Hyderabad	Dy.Secretary. to Govt.	Sri. M. Jaya Prasad	040-23450685 9966600074 ©
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**ASST. PUBLIC INFORMATION OFFICER**

1.	HOUSING DEPT A.P. Secretariat Hyderabad	Asst.Secretary. to Govt.	Sri. V.Mohana Krishna Kumar	040-23450111 Extn 2765 7799844459©
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2.		Asst.Secretary to Govt.	Smt. R. Ramamani	040-2350111 Extn.2405 7799300049 ©
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**STATE APPELATE AUTHORITY:**

1.	HOUSING DEPT. A.P. Secretariat Hyderabad.	Prl.Secretary	Dr.Manmohan Singh,I..A.S.,	040-23450365 <b>8008452626 ©</b>
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## **Chapter 18**

### **4 (1) (b) (XVII)**

Such other information as may be prescribed; and thereafter update these publications every year;

: NO